

**TOWN OF LANCASTER  
BUILDING DEPARTMENT  
21 CENTRAL AVENUE  
LANCASTER, NEW YORK 14086**

**GENERAL INFORMATION PACKET**

**Phone (716)684-4171  
Fax (716)685-5317  
Business Hours 8:00am-4:00pm  
Monday-Friday  
Excluding Legal Holidays**

**THE FOLLOWING ITEMS MUST BE SUBMITTED WHEN  
APPLYING FOR A BUILDING PERMIT APPLICATION:**

1. Two sets of building plans stamped and signed by a New York State architect or engineer for a single family dwelling or an addition
2. Code review checklist completed, stamped and signed by an architect/engineer.(attached)
3. Soil test certification for submitted
4. Sewer tap permit, obtained from Erie County Sewer District#4, 3789 Walden Avenue, Lancaster, New York 14086 (716)684-1234.
5. Original survey stamped and signed by a New York State Architect
6. Plot plan showing building location with front, rear and side yard calculations
7. Grading plan:
  - (A) If located outside of a subdivision the grading plan must be prepared by a surveyor, stamped, signed and approved by the Town Building Department
  - (B) If located within a subdivision specs for grading and height of wall must be followed
8. MEC check energy code compliance form submitted (attached)
9. If property is not serviced by a public sewer you must obtain a perk test from Erie County Health Department, 503 Kensington Avenue, Buffalo, New York 14214 (716)961-6800
10. Energy Code stamped and signed by a New York State architect or engineer
11. Letter of intent from a disposal company that a dumpster will be placed on the building site at point of framing OR a cleaning service approved by the Town of Lancaster Building Department. If serviced by a cleaning service, all debris must be kept in the garage until the cleaning service makes a pick-up.
12. Insurance certificates for liability, disability and workers compensation insurance
13. Driveway Permit: if the property is located on a County or State road a driveway permit must be obtained. If located on a County road contact Erie County Department of Public Works, Division of Highways, 95 Franklin Street, Room 1400, Buffalo, New York 14202 (716)858-8300. If located on a State road contact New York State Department of Transportation (716)847-3291.

**PRIOR TO A CERTIFICATE OF OCCUPANCY BEING ISSUED, IRON STAKES MUST BE DRIVEN INTO THE FOUR CORNERS OF THE PROPERTY, MAKING IT POSSIBLE TO LOCATE FRONT, BACK AND SIDE PROPERTY LINES. THESE STAKES SHALL BE NO LESS THAN 18 INCHES IN LENGTH, ONE HALF INCH IN DIAMETER AND THE TOP PORTION OF THE STAKE MUST BE FLOURESCENT ORANGE. THESE STAKES MUST BE DRIVEN INTO THE GROUND TO BE EASILY IDENTIFIED AT FINISHED GRADE, DEEP ENOUGH TO PREVENT TRIPPING OR CREATING ANY HAZARD.**

**Soil Test Requirements  
for  
Residential Construction**

**Requirements**

Foundation design and construction shall be capable of accommodating all loads according to Section R301 of the Residential Code of New York State and of transmitting the resulting loads to the supporting soil.

**Soil Tests**

A soil test shall be performed to determine the soils characteristics at a particular location. This test shall be made by an approved agency using an approved method. Said approved agency shall supply a Geotechnical Report signed and sealed by a New York State licensed architect or engineer which shall include, but not be limited to, a site plan, detailed test bore logs or soil profile, laboratory soil test results, as necessary, engineering computations and discussion of methods, findings and foundation design, and construction recommendations along with required backfill material, recommended method of backfilling, and footing drainage design.

**Foundation Design**

The foundation shall be designed by an engineer or architect licensed by the State of New York.

The foundation design shall be certified on the foundation drawing by the design professional as being in accordance with the soil test results and Chapter 4 of the Residential Code of the State of New York.

The following certification shall be on the foundation design drawings.

I hereby certify that the foundation design meets or exceeds the requirements set forth in the Geotechnical Report and Chapter 3 and 4 of the Residential Code of New York State.

Name \_\_\_\_\_

Date \_\_\_\_\_

Seal \_\_\_\_\_

## **REQUIRED INSPECTIONS**

1. Stake Out
2. Footer / Foundation (*must be tarred or sheathed & stoned with #2 six inches over footer and two out*)
3. Electrical (*New York Board of Fire Underwriters or Commonwealth*)
4. Framing & Plumbing
5. Insulation
6. Final (*refer to page one*)

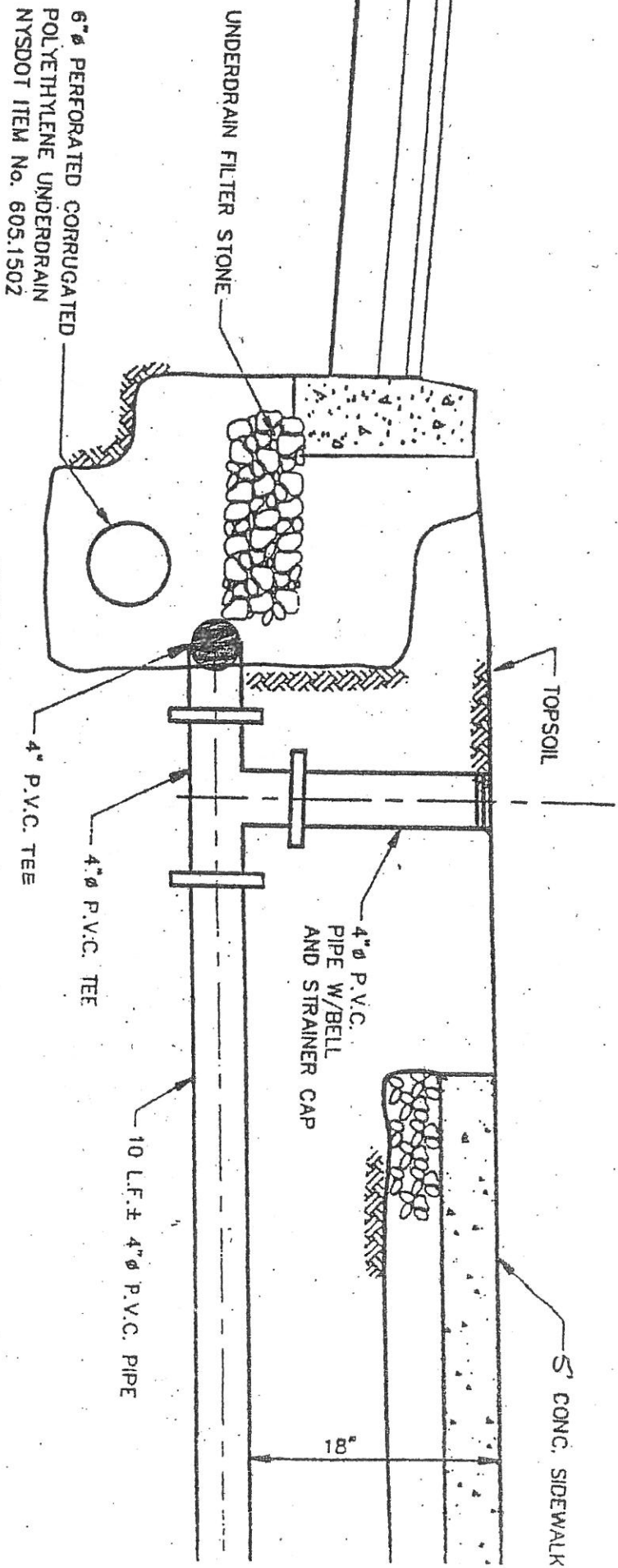
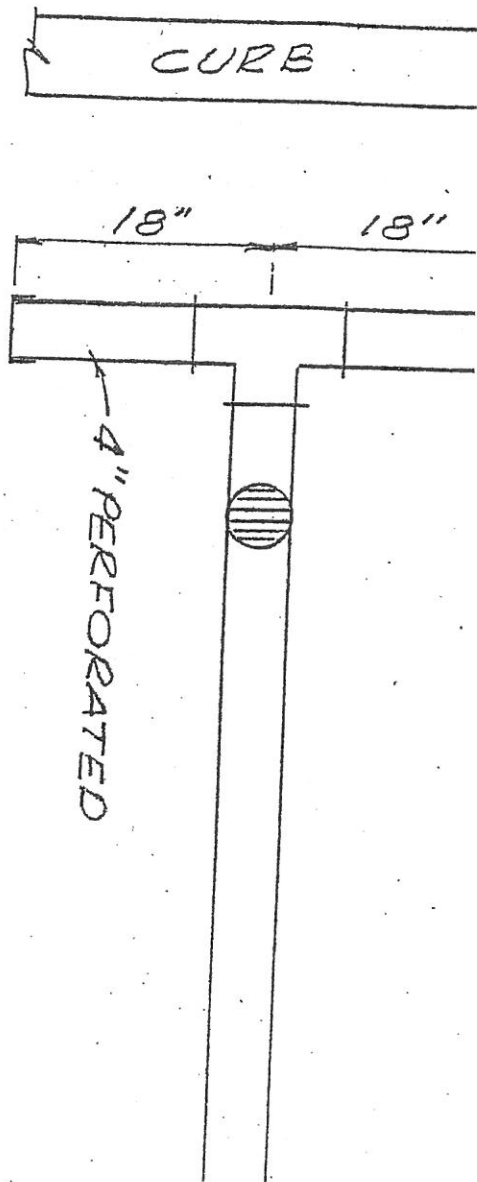
*(Inspections requested prior to 11:00 AM will be done that same day, after 11:00AM will be done the following day. Inspections may be scheduled with any office personnel at 684-4171)*

INVESTIGATION L-61287 P-127

**RETAILERS**

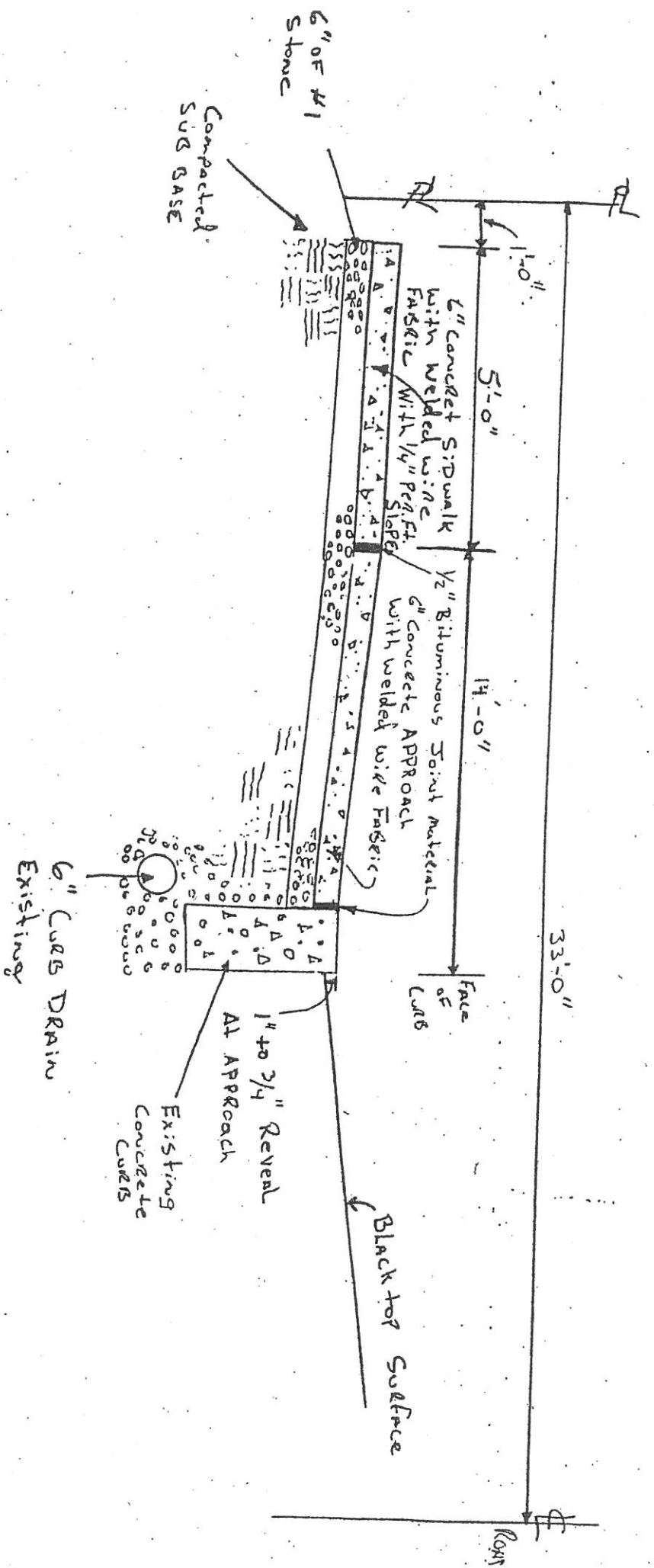


NOTE: THIS SURVEY WAS PREPARED WITHOUT THE BENEFIT OF AN ABSTRACT OF TITLE AND IS SUBJECT TO ANY STATE OF FACTS THAT MAY BE REVEALED BY AN EXAMINATION OF SUCH.



**BUBBLER DETAIL**

NOT TO SCALE



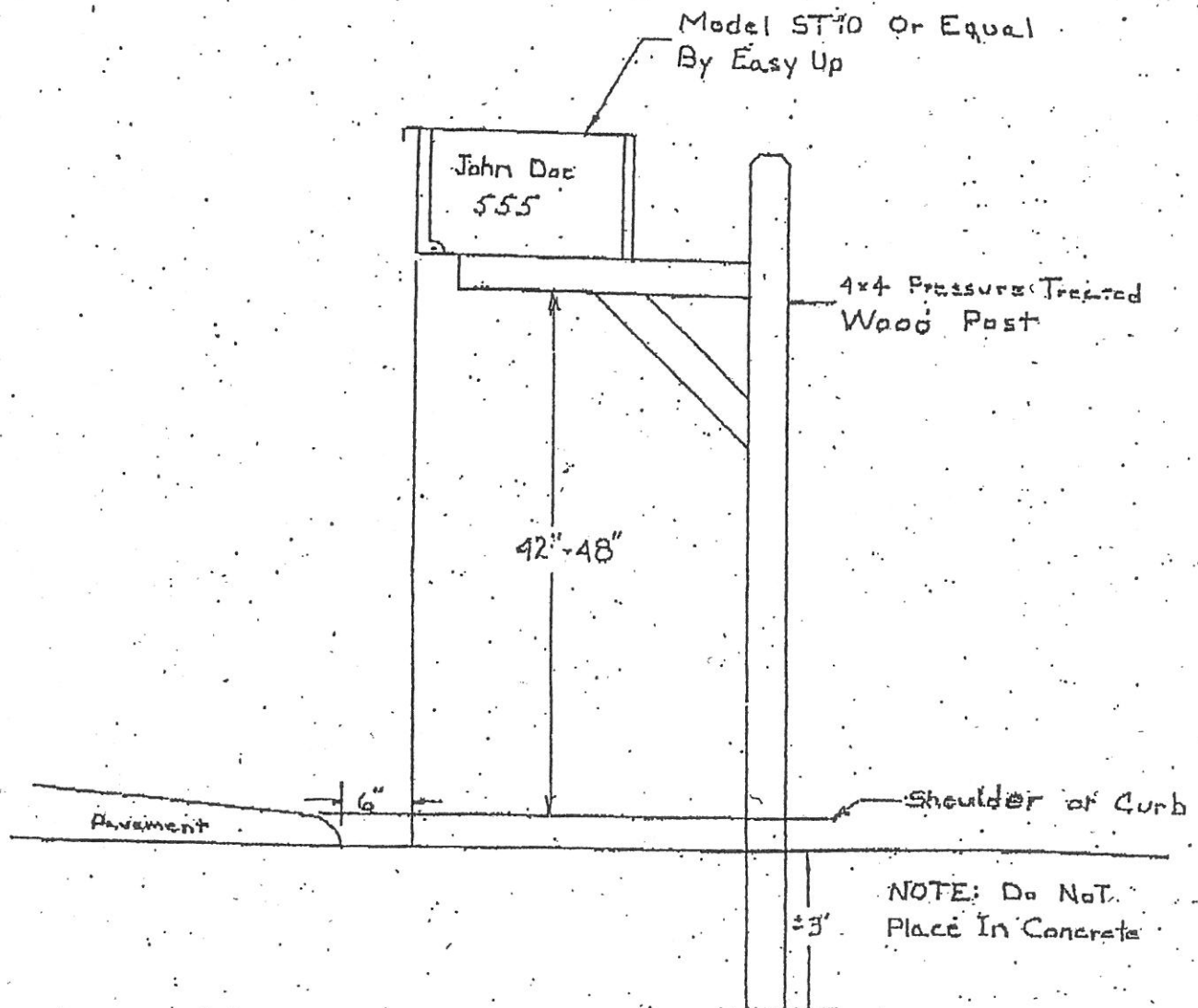
N.T.S

Town of Lancaster Drive way Approach  
And Side walk Detail

Amended 5.3.04

## STANDARD MAILBOX AND POST INSTALLATION

Below is a sketch of a standard mailbox and post installation recognized by the Town of Lancaster. This installation provide for plows to remove snow with minimal damage to the mailbox. Also, it allows for better access by you, the resident, and the postal carrier. It is highly recommended that expensive or designer mailboxes not be installed.





THE FOLLOWING RESOLUTION WAS OFFERED  
BY COUNCIL MEMBER AMATURA, WHO  
MOVED ITS ADOPTION, SECONDED BY  
COUNCIL MEMBER STEMPNIAK, TO WIT:

**WHEREAS**, the Town Board has been made aware that the drainage specifications for the Town address subdivision development but need to be clarified with regard to building permits on lots outside of the subdivision or on lots within a subdivision which front on an existing Town, County or State Road, and

**WHEREAS**, the Town Board after due review and consideration deems it appropriate to amend the specifications to address drainage as beforementioned;

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of the Town of Lancaster hereby amends the drainage specifications effective immediately by adding the following specifications:

Drainage specifications for building permits outside of residential subdivisions and for building permits on existing Town, County or State roads within subdivisions shall be as follows:

- (a) installation of rear yard drainage shall be required as a part of the building permit process and shall conform to the specifications for rear yard drainage in subdivisions unless otherwise modified by the Town Engineer.
- (b) installation of side yard drainage on each side of the lot shall be required as a part of the building permit process and shall conform to the specifications used for rear yard drainage unless otherwise modified by the Town Engineer.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

COUNCIL MEMBER AMATURA	VOTED YES
COUNCIL MEMBER MONTOUR	WAS ABSENT
COUNCIL MEMBER RUFFINO	VOTED YES
COUNCIL MEMBER STEMPNIAK	VOTED YES
SUPERVISOR GIZA	VOTED YES

July 17, 2006